

**ASSOCIATE ARCHITECT**  
**REVIEW OF JOB ANALYSIS**  
**BACKGROUND INFORMATION**

**Date of Study:** November 1<sup>st</sup> and 2<sup>nd</sup>, 2004

**Collective Bargaining Identification:** R09

**Job Analysis Conducted By:** Lisa D. John, Associate Personnel Analyst  
Department of Corrections

**Number of Incumbents:** There are 4 incumbents in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated October 6, 2004.

**Names of the Subject Matter Expert(s) and their background:**

**MICHAEL MACKENZIE, SUPERVISING ARCHITECT, DAY LABOR AND PROFESSIONAL SERVICES BRANCH**

Michael has been with the Department of Corrections for over 11 years. He is currently a Supervising Architect at the Day Labor and Professional Services Branch. He was previously a Senior Architect for over 6 years with the CDC and an Associate Architect with the Department of Transportation (CALTRANS) for over 9 years.

**HORACE ADAMS, SENIOR ARCHITECT, DAY LABOR AND PROFESSIONAL SERVICES BRANCH**

Horace has been with the Department of Corrections for over 9 years. He is currently a Senior Architect at the Day Labor and Professional Services Branch. He was previously an Associate Architect for over 4 years with the CDC.

## **ASSOCIATE ARCHITECT INFORMATION GATHERING**

The initial list of task statements and of the knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- Review of the California State Personnel Board Specification for Associate Architect
- Conferring with Subject Matter Experts
- Task listing from Subject Matter Experts

SME's reviewed the existing job analysis for Associate Architect dated December 4 - 6<sup>th</sup>, 2001, to provide any necessary updates/changes. In addition, willingness statements were added when reviewed on November 1 – 2, 2004.

Copies of the revised tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in this binder marked 12/04 – 06/2001